

Effective Date: 10/31/78
Revised: 06/99
Sept. 2012

Town of Concord

APP # 6

Staff Communications with Boards

- I. When a member of a board or committee requests information on behalf of the committee from a staff member, the information should be provided and the department head should be made aware of the request. If the information is in a written form, "cc:" should be addressed to the Town Manager and department head.
2. When a department wishes to initiate an action before the Board of Selectmen, a memorandum should be addressed to the Town Manager, requesting the item be put on the Board's agenda.
3. If a department head feels that compliance with a board or committee member's request raises concerns or should not be granted for some reason, the department head should consult with the Town Manager.

(The above procedures do not apply to any communications between committees, boards, and the Board of Selectmen.)

Distribution: All Department Heads
Committee Chairs